



Romel Bolgado

Achievements

- Certified in *Managing Safely* on Institution of Occupational Safety and Health. (IOSH)
- Certified in *Based General Awareness* on Occupational Safety and Health Awareness Training (OSHA)
- Certified in *Hazard Identification, Risk Assessment and Control* (HIRAC)
- Classified member of *Saudi Council Certificate*
- Certified Training in *Extensive Caregiver Course* November 2021 with Competency Assessment and Certification System *National Classification II Pass* June 28, 2023
- Certified Training in *Patient Care Assistant Program* on November 2021
- Certified Training in *Nursing Aid Course* on November 2021

Accomplishments

- HSE Admin/Safety Document Control* in **Modern Builder Leaders.**
- Facility Maintenance* in **Dar Al thikr School.**
- Installation and Service foreman* in **Crawford-Assa Abloy International.**
- Electrical Electronic and AV Technician* Under **Altaif Operation and Maintenance Company.**

Professional Experience

Admin Support Services Dept. Office Support Staff – International Medical Center (IMC) Hail Street District, Jeddah 23322 6604 K.S.A. - April 2023- Present

- Make monthly, yearly Accomplishment Report using Microsoft Excel and submit to immediate supervisor
- Archiving and Compiling of Receipts for future reference of the department.
- Responsible for replacement of Printer Cartridge and Toner, whenever there is a request from different department of the Hospital
- Responsible for Repair and Maintenance of Office machines, like photocopier, paper shredder, lamination machine, binding machine, electric staple machine as per System request.
- Received Binding, Photocopying, and Lamination works as per the department request.
- Repair of office manual Stapler, staple remover, puncher, and Calculator.
- Assist the staff on releasing of narcotics and Control receipts.
- Assist the staff on refilling of ink on the Department, personal, Company Stamp.

HSE Admin/Safety Document Controller - Modern Builders Leaders Company (MBL) 3051 Al Andalus District, Jeddah 23322 6604 K.S.A. - April 2022- April 2023

- Collecting of Near miss, daily incident report, Weekly Heavy Equipment Checklist Report, Violation Report for main contractor/sub-contractor for submission.
- Responsible for receiving, logging and distributing all technical documents and assisting in coordination and monitoring of administrative activities to facilitate and expedite the workflow.
- Collect Environmental Report monthly for submittal
- Updating of Monthly Incident Registry needed for managers monthly report.
- Set up/assist document control filing system

- Archiving and Maintaining all HSE related files within the filing Department.
- Making sure all files were returned on time
- Maintaining all Tender Documents and ensuring originals are not taken from the filing room
- Follow up with team members and others for “Open” status items to be closed down.
- Conduct and facilitate safety orientation and training on new incoming workers and other subcontractors.
- Issue / Re- issue and sign PPE request for the new incoming workers
- Monthly Inventory of All PPE stocks and updating in the system.
- Ensure Timely receipts of samples, and shop drawings from contractors, forward to the design team for review. Send back to the contractor for revisions or, if approved, for records.
- Responsible for control/Track/Issue of complete project documentation such as incoming and outgoing correspondence, site instructions, change orders, letters, staff daily report, submittals and other forms of pertinent documents from client and subcontractors
- Coordination between other Consultants and Contractors for facilitating documents workflow and ensuring documents status is closed.
- Maintaining all tracking records and ensuring that they are initiated when a file is taken from the filing Room.

Warehouse Supervisor – United Tools Jeddah K.S.A. ▪ October 2017–November 2017

- Receive stock delivery from the main warehouse for distribution.
- Collect quotations to be prepared for customers for pickup.
- Report to Manager
- Use forklift if needed, for lifting heavy spare parts orders
- Place the stocks on location trays according to part number and Areas
- Check the stocks and replace if possible

Installation and Service Foreman – Saudi Crawford Riyadh ▪ October 2004 –April 2017

- Install electrical and electronic parts and hardware in housings or assemblies, using soldering equipment and hand tools.
- Electronic and mechanical assembly and installs components, units and printed circuit boards following specification and uses electronic, hand, power and pneumatic tools and customizes units and makes adjustments or repairs according to written specifications and fabricate parts, cables and test fixtures.
- Inspects and tests all value added assemblies prior to shipment and records serial numbers and voltages for all modified products.
- Align, fit, and assemble component parts, using hand tools, power tools, fixtures, templates.
- Maintains all work related equipment passive load, test fixtures, etc.
- Maintains and writes work procedures and all related documentation for each task performed
- Works with management to set work scheduled base on approximate delivery dates
- Read blueprints, schematics, diagrams, and technical orders to determine methods and sequences of assembly.
- Repair, rework, and calibrate hydraulic and pneumatic assemblies and systems to meet operational specifications and tolerances.
- Inspect parts for surface defects.
- Supervise and assist the proper level and layout of foundation for motor / machine, requirement based on the drawing.
- Preventative maintenance and emergency repair work on these types of machines.
- Troubleshooting, servicing industrial doors, machines, motors, including mechanical adjustment, those under warranty products, using multimeter and other testing devices.
- Piping and laying out of cables, log and termination following schematic diagrams.
- Programming of all motor controls by specially designed devices.

- Take details from the manager for the new project and drive/fly to the site anywhere in the kingdom for coordination. (South east region, western region, central region, northeastern region.)
- Full welding of the dock leveler to its pit. Use for loading and unloading of goods, and other products.
- Traveling and doing the training, installation, service inside and outside the kingdom.
- Project coordination; visit the site to take dimension, the width and height, to check the site of any obstruction and access for electrical.
- Make a pre-sketch drawing, prior to submitting quotations and shop drawings to the client.
- Talk to Engineer's, foreman, supervisor to explain the plan, based on the shop drawing for proper coordination.
- Conduct training for operators, responsible for proper operation of the equipment.
- Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on motors, pneumatic tools, following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.
- Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments.
- Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and texture of parts.
- Determines changes in dimensional requirements of parts by inspecting used parts; using rules, calipers, micrometers, and other measuring instruments.
- Adjusts functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
- Project coordination; visit the site to take dimension, the width and height, to check the site of any obstruction and access for electrical.
- Installation of automatic overhead serial doors, industrial doors like high speed doors, sliding gate motorization, garage door, Leaf gate motorization, barrier gates.
- Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.
- Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.
- Provides mechanical maintenance information by answering questions and requests.
- Prepares mechanical maintenance reports by collecting, analyzing, and summarizing information and trends.
- Modification of doors, using cutting machine, drill, and other power tool's equipment to any unexpected incoming problem to continue the installation without delaying any project.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.
- Write status report and project progressive reports to be emailed to our technical manager cc to our Dept. Head Manager.
- Write Monthly timesheet and petty cash reports to be faxed to the main office.
- Filing of Memo, job orders, back orders, inventory reports, receipts, monthly timesheets, new product catalog, material withdrawal forms, return of material forms, material request forms on provided individual file folder.

MIS Computer Facilitator –Foam Pack Corporation, Valenzuela Phil• Jan–June 2001

- Routine check and maintenance for machine computers used for production.
- Responsible for daily switching and monitoring of Windows NT server and uninterrupted power supply of the company.
- Assign network sharing as per requested by the department.

- Produce and relocate cabling connection for additional workstation.
- Provide the installation of cable connection, termination and testing.
- Data entry of vouchers and receipts of the customer.
- Fax important reports or documents
- Assist the company employee on a question regarding system application.
- Editing PowerPoint presentation of the production manager's needed for the company's weekly product presentation.

Computer Laboratory Facilitator – Philippine Christian University, Manila Phil• June–Nov 2001

- Daily switching on and off power supply and computer Hub and Computer Units ready for use.
- See the assigned desktop computer equipment hardware service issues are resolved in a timely manner.
- Promote and maintain desktop computer equipment hardware standards within the university student computing lab.
- Provide recommendations/solutions to supervisors concerning new hardware purchases and upgrades.
- Weekly routine maintenance of laboratory computer equipment for network and online connections and checking of computer viruses for quarantine and cleaning.
- Report of Computer Laboratory status during monthly meeting
- System configurations of computer malfunction, repair and troubleshooting of printers and network installation of computer systems of all departments of the university.

Programming and Software Skills

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Installation of Computer Hardware and Software

Trainings Attended

Managing Safely

[Institution of Occupational Safety and Health \(IOSH\)](#)

TRAINOVATE Approve Centre: 2827

[Occupational Safety and Health Administration \(OSHA\)](#)

TRAINOVATE Approve Centre: 2827

[HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL \(HIRAC\)](#)

TRAINOVATE Approve Centre: 2827

Patient Care Assistant Program

[Certificate of Training 840 hrs. Complete year 2021](#)

Total Care International (TCI)

Nursing Aide Course

[Certificate of Training 840 hrs. Complete year 2021](#)

Total Care International (TCI)

Extensive Caregiver Course

[Certificate of Training 840 hrs. Complete year 2021](#)

Total Care International (TCI)

Emergency Responder

[EFR- CPR / First Aid / Care for Children](#)

Bristol BS2 OPD, UK

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[EFR- CPR / First Aid / Care for Children](#)
Bristol BS2 OPD, UK

Basic Life Support (BLS)
[CPR And AED](#)
King Fahd Armed Forces Hospital
Training Center Jeddah

Crawford Door Group Service Division
[High Speed Door Dynaloc control programming and Repairs](#)
Training Center
Riyadh
November 2011

AMA Computer Learning Center
[Computer Hardware and Software Installation](#)
Quezon City Philippines
November 1998

Lucent Technologies
[Cabling Structure](#)
Q.C.Philippines
March 1999

Education

- 2 years- **Diploma in Computer System Technology**– AMA Computer College, Quezon City ▪
1997-1999
- 2 years- **Diploma in General Radio Communication Operator** – University of the East, Manila ▪
1994-1996